



NJ DEPARTMENT OF THE TREASURY

DIVISION OF PURCHASE & PROPERTY

HEARING OFFICER/BUREAU COUNSEL POSITIONS

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks to fill a Hearing Officer position, as well as several Counsel positions, in its operation located in Trenton, New Jersey. The Hearing Officer is a member of the Director's Office staff who prepares the Final Director decision on vendor protests of awarded procurement contracts. This position also responds to appeals of decisions of the Contract Compliance and Audit Unit. The quasi-legal Counsel positions report through an Assistant Director and will review pre-contract award procurement decisions for compliance with law, regulation and precedent. Both positions will provide constructive assistance to the procurement units and specialists in the development of procurement strategies and RFP/RFQ specifications; prepare responses to letters of inquiry or assertion from various entities on a wide variety of subjects pertaining to the work of the Division; and provide effective assistance to the Director on special projects as required. The selected candidates will also coordinate the Division's responses to proposed legislation that may impact the Division and work with Division personnel to produce bill comments and fiscal impact statements.

REQUIREMENTS:

Education: These positions require a Bachelor's degree from an accredited college or university. Preferred is a Juris Doctor degree and State Bar membership.

Experience: These positions require three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. The preferred Hearing Officer candidates will have at least ten (10) years of this experience, (3) years of which would be in public procurement law. The preferred Bureau Counsel candidates will have this experience in public procurement or regulatory law.

Additionally, the ideal candidates will have excellent writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates **will be** required to provide samples of their writing as part of the application process.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

If you are qualified and interested in either of these positions, please send your cover letter, resume, writing sample, and application for employment, **(via e-mail only), no later than March 8, 2015** to:

NJ Department of the Treasury
Division of Administration/Human Resources Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use either "HO" or "Counsel" in Subject Line)

Your application for employment *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to:

<http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer